

 <p style="text-align: center;"><b>STATE OF ALASKA</b> DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	POLICY AND PROCEDURE NUMBER <b>05.07.050</b>	PAGE  1 of 2
	EFFECTIVE DATE November 1, 2009	
SUBJECT  <b>Section Communication with Statewide and Rural Aviation Leasing</b>  <b>(All state-owned/operated airports except Anchorage and Fairbanks International Airports)</b>	SUPERSEDES  <b>NEW</b>	DATED
CHAPTER  <b>Design and Construction</b>	SECTION  <b>State Operated Rural Airports</b>	APPROVED BY  <b>Signature on file</b>

## PURPOSE

This formalizes the policy and procedure (P&P) of the department on establishing procedures for communication between Statewide Aviation leasing section and other sections of the department ensuring that project work on state-owned/operated rural airports is conducted in accordance with department obligations under FAA Grant Assurances, while adhering to property management and maintenance and operations (M&O) requirements.

## POLICY

It is the policy of the department that planning, design and construction (including right of way and environmental) and M&O sections have the responsibility for communicating with and including the Statewide Aviation leasing section in the planning and review of projects involving state-owned/operated rural airports.

## PROCEDURE

1. Sections responsible for scoping, planning, designing or constructing, project work on state-owned/operated rural airports will provide the Statewide Aviation leasing section an opportunity to review and offer comments in all phases of the process.

M&O section will communicate with the Statewide Aviation leasing section on all actions affecting airport land management or tenant relations.

2. The Statewide Aviation leasing section review of state airport project work will include:
  - a. compliance with FAA Grant Assurances, as applicable

- b. conflicts with contractual obligations and rights under leases, permits, or other types of Statewide Aviation leasing section contracts
  - c. potential tenant conflicts or concerns
  - d. land use compliance issues
  - e. the need for coordination and communication with tenants
  - f. airport development and aviation business growth
  - g. other property management concerns or issues
3. The Statewide Aviation leasing section will communicate to other sections of the department when a proposed lease or permit agreement may affect the other sections' plans for the airport via the lease application review committee process – see policy and procedure 03.01.010.

## **AUTHORITY**

AS 02.15.060  
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## **IMPLEMENTATION RESPONSIBILITY**

Regional directors and section chiefs

## **DISTRIBUTION**

All department employees via the DOT&PF website